



# Muscogee (Creek) Nation

## Human Resource Management Services

### Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 06/15/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">COOK AIDE</div>			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: ELDERLY NUTRITION	Location: Wetumka	Location Code: 901	FT/PT 2-Part-time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>As a member of the Kitchen Staff of the assigned facility within the Elderly Nutrition Program, the purpose of the position is to assist the Headcook in performing a full range of cooking procedures for the citizens of the community served. This includes the complete operations of the kitchen, the delivering of meals and providing support services to Homebound elderly tribal members. This a Part-time position.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Assist the Headcook in scheduling food preparation and cooking to have all items ready for service at the specified time.</li> <li>2. Following the cycle menu, expected customers, number of personnel and guest meals; plans the quantity of food to be prepared. Standardized recipes are used at all times and adjustments are made based on the number of servings needed. Assist in preparing and cooking food to preserve the nutritive value, color, palatability and acceptability to the clients/participants in the ENP.</li> <li>3. Deliver meals to eligible Homebound Native American clients in the designated service area, as needed.</li> <li>4. Act as a referral source for participants of the programs.</li> <li>5. When workload requires, pre-rinses and washes dishes, glasses, silverware, trays and cooking utensils.</li> <li>6. Maintains high personal hygiene standards and all required safe food handling practices. When necessary, participates in maintaining the cleaning schedule of equipment and food storage areas. Checks refrigerator thermometers, frequently and reports temperature variations promptly. Follows approved safety and fire regulations at all times.</li> <li>7. When designated, receives, checks and properly stores food deliveries promptly.</li> </ol>



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	8. Regular attendance is required.
	9. Performs other duties as required.
Minimum Requirements:	High School Diploma or GED. Knowledge of food preparation.
Preferred Requirements:	Associate Degree with emphasis in nutrition or closely related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must possess a valid Food Handler's Permit, Driver's License and must be insurable.

### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise



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#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.